

Barrier Record Sheet

Use this sheet to record one barrier, what happened, who was affected, and one practical change that could help. You can complete it yourself, with support, or as a group.

You can answer in words, dot points, pictures, AAC, voice notes, or with support.

1. What was the person trying to do?

Example: fill in a form, attend an event, use a website, ask for help, join a workshop.

2. What made it hard?

Describe the barrier. It might be communication, digital, procedural, sensory, relational, or evidence and feedback related.

3. What type of barrier was it?

Tick or circle: Communication / Digital / Procedural / Sensory / Relational or attitudinal / Evidence or feedback / Other

4. What happened?

Write the main facts. Include dates, places, documents, systems, people, or steps if useful.

5. Who was affected?

Name the person, group, role, or community affected. Use de-identified details if needed.

6. What support was needed?

Examples: Easy Read, more time, captions, Auslan, AAC, quiet space, support person, clearer steps, another format.

7. What could be changed?

Write one small change that could reduce the barrier.

8. Who should be involved in checking the change?

Examples: person affected, support worker, staff member, accessibility lead, family member, advocate, service user.

9. When should this be reviewed?

Write a date, timeframe, or review point.

10. Notes

Add anything else that matters.

Access note

If this sheet is not accessible for you, ask EduLinked for another format. Email: founder@edulinked.com.au